

1 **Wilton Sewer Commission**

2 **Monthly Meeting, October 10, 2013 – MINUTES APPROVED 11/14/13**

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4 Wilton Sewer Commission held its regular monthly meeting on Thursday, Oct 10th at
5 6:30 PM in the Town Hall Courtroom. Present were Commissioners Tom Herlihy
6 (Chairman), Chris Carter and Tom Schultz; Clerk Joanna K. Eckstrom; Charles Wagner
7 (VP of WMSA); and Charles McGettigan.
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9 * **Call to order** Chairman Herlihy called the meeting to order at 6:44.

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11 * **Public Input/Comment** - There being no one present other than those on the
12 agenda, no public input or comment was made.
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14 * **Review and Approve Minutes of Sept. 12, 2013** – on a motion by Mr. Schultz,
15 seconded by Mr. Carter, the minutes of 9/12/13 were unanimously approved as written.
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17 * **Wilton Main Street Association** – change number of units billed going forward (to
18 reflect water unit change) Mr. Schultz that this issue be discussed early on the agenda.
19 He said that Charles Wagner, WMSA Vice President, appeared at Water Commission's
20 last meeting where a reduction in number of base units (3 to 1) was made. Reduction is
21 for periods going forward; WMSA is still responsible for full payment of all previous bills;
22 no refunds of abatements. Mr. Schultz suggested that Mr. Wagner attend the Sewer
23 Commission meeting for similar relief.
24

25 Before making any kind of decision, Mr. Herlihy wanted to assess how sewer
26 department would bill for services going forward. How many people are using the
27 sewer service now?
28

29 Mr. Wagner said they just got a new tenant so there may be 8 people 'using' the
30 service. He said that WMSA water use (on 3 services) is less than 1,000 gallons a
31 year; didn't seem reasonable to be billed the full \$55 quarterly sewer charge for such
32 little water use.
33

34 Ms Eckstrom said she had reviewed water and sewer minutes going back to 2004;
35 WMSA was originally billed for 10 water and sewer hook-ups; this was deemed to be
36 excessive and sometime in 2010 during Mr. McGettigan's tenure on the boards, number
37 of units was reduced from 10 to 6. Then, approximately January of 2012, the number of
38 sewer and water units was further reduced to 3 three.
39

40 Mr. Herlihy asked for a motion to tie WMSA sewer and water together – Mr. Schultz
41 moved, Mr. Carter seconded to lower WMSA sewer units from three to one, effective
42 with next billing cycle (9/30/13) and subject to revisiting this if number of tenants goes
43 over 10 people or if WMSA' water usage increases. Motion carried unanimously.

Ms. Eckstrom reminded the Board that the water department's decision was predicated on WMSA's notifying the commission of ANY changes (honor system) and the Water commission's sending a letter, at least annually, to building owners asking for an 'inventory' of usage.

The Sewer Commissioners agreed that their decision is similarly based ... Mr. Wagner confirmed that this was his understanding as well.

The Commissioners agreed that a sewer policy – including how rates are determined – should be made. Mr. Herlihy will begin exploring this using Milford's policy as a guide.

*** Accounts Payable and YTD Expenses; Accounts Receivable and YTD Income; 2014 Budget forecast.** Jane Farrell provided an updated YTD Income statement which included about \$18K in sewer charges that were lienied. Total income is about \$112K.

Pam Atwood provided a Profit & Loss statement and a detailed transaction journal through August 2013. The approximate \$9K difference between the P&L (Operations only) and the Transaction Journal is assumed to be payments (from the bond) for the Maple Street Sewer Project.

Mr. Schultz said he had received an e-mail packet from Dawn Tuomala at the Budget Committee. Both the Water and Sewer Departments are to present their preliminary budgets and Capital Improvement Plans on Dec. 5. Joe Torre is liaison to the budget committee for both departments.

The Sewer Department will have a budget Work Session on Sunday, November 9 at 1:00 PM; The Clerk will ask for updated P&L through October 2013 and bring her laptop to session. Joe Torre to be invited to next sewer meeting on Nov. 13.

*** Update Pump Station Labor and Safety** – Mr. Carter said that generator at Intervale pump station didn't start and needs to be checked out. He will check batteries.

No documentation (employee files) from Pam yet about inoculations. Mr. Herlihy will follow up on this.

*** Update - Maple St Project** Mr. Carter reported that project is pretty much complete. Compaction and compression testings passed. Department is waiting for bill for work at lower end. Department will need to reset manhole covers after paving is done. One new service was installed on Maple Street. All in all, the project really improves service in that part of town.

*** Update – interdepartmental working relationship** Mr. Carter said sewer department needs to approach the Selectmen about what the Public Works (Highway) Department's responsibilities are to the Sewer Department and vice versa. Need to

keep discussions in the third person to avoid conflict. Everyone is concerned about unexpected bills of about \$6,000 to sewer (and water) from the DPW. Money not budgeted and this is for work that is part of the DPW's regular paving plan.

A question was raised about who authorized Mathewson's work on Tremont Street (Weisflog). Misters Herlihy and Carter said they understood at a previous meeting that the board approved the work. DPW refused, Mathewson was already there (on Maple Street Project).

Mr. Schultz said that by using a private contractor instead of the Highway department, the sewer department ends up spending more than it has in its budget.

Mr. Herlihy will attend the Selectmen's meeting (10/21); Mr. Schultz expects to attend for the water department. Both will ask what DPW is responsible for so that the departments can plan budgets for 2014 or potentially increase rates.

Mr. Carter asked Mr. McGettigan how the relationship worked before. In the old days, the Road Agent (and staff) saw what needed to be done and did it.

*** Update, if any, Mission Communications NONE**

*** Update – 9/20 meeting with Rural Water** Misters Carter and Herlihy said this was a productive meeting. Follow-up will help department plan budgets, set rates and also identify grant opportunities. A meeting has been set for Monday, October 21 at 9:00 PM to hear follow-up. Clerk has been asked to attend, take minutes..

*** Update - Milford-Wilton Inter-municipal Wastewater Agreement** – Mr. Herlihy to follow up on this ASAP so info is available for budget planning.

*** Other business**

Mr. Carter said there is bill for \$400 for camera work at fire department; likely responsibility for payment is sewer department. A suggestion was made about putting an alarm in the sewer line at fire station. Rural Water will be asked to comment on this.

*** Next meeting – Thursday, November 14**

There being no other business, the meeting adjourned at 8:30 PM.

Respectfully submitted,

Joanna K. Eckstrom Clerk

10/14/13